



# **INSTRUCTOR GUIDE**



# **WILDLAND FIRE SAFETY REFRESHER**

## **Mission Statement**

**The intent of annual fireline safety refresher training is to focus line-going personnel on operations and decision-making issues related to fireline and all-hazard incident safety. Refresher training will ensure firefighters have information regarding current initiatives and the upcoming fire season. Refresher training is provided in order to recognize and mitigate risk, maintain safe practices, and reduce accidents and near misses.**

*The 2016 Fire Refresher was built for firefighters, by firefighters.*

**<http://www.nifc.gov/wfstar/>**



## Notes to Instructor

### *Introduction*

Annual Fireline Safety Refresher Training is required for all personnel participating in wildland fire who may be subject to assignments on the fireline. Check specific agency policy at the WFSTAR website to determine if this training package meets refresher training requirements of all the attendees.

### *Expectations*

**\*\*NOTE: This is not a plug and play product. Instructor preparation and student interaction is required.**

Instructors should facilitate a quality refresher that engages all students no matter their ICS qualification or firefighting experience. The success of this program is dependent on your ability to stimulate meaningful discussion during group exercises. Classes with a wide array of experiences and qualifications can provide an excellent opportunity for the less experienced to be mentored and for the more experienced to rethink old habits.

### *Instructor Prerequisites*

Lead instructors must be at least Single Resource Boss (SRB) qualified, and unit instructors must be at least Firefighter Type 1 (FFT1) qualified.

Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient and knowledgeable of current issues in their field of expertise.

All instructors will need the knowledge and skills to utilize current educational technology, as it relates to the WFSTAR website. Examples would be streaming and downloading interactive videos as well as the use of apps and mobile devices.



## *Equipment and Materials*

A list of equipment and other material required for course presentation includes:

- Media player
- Instructor Guide and Student Workbooks from [WFSTAR](http://www.nifc.gov/wfstar) website
- *Incident Response Pocket Guide*, one for each student
- Sign-in sheet/training documentation form
- Flip chart(s) with paper and marking pens
- Download modules from [WFSTAR](http://www.nifc.gov/wfstar) website
- Optional: *New Generation Fire Shelter* video, NFES #2711
- Optional: *The New Generation Fire Shelter* booklet, NFES #2710

## *Administration*

The instructor is responsible for identifying necessary equipment, materials, and supplies. The instructor is also responsible for recording attendance and assuring that evaluations are completed and returned:

**ON THE WEB:** [http://www.nifc.gov/wfstar/contact\\_comments.html](http://www.nifc.gov/wfstar/contact_comments.html)  
**BY MAIL:** NWCG Training Development  
Attn. Scott Anderson  
3833 S. Development Avenue  
Boise, ID 83705  
**BY FAX:** (208) 387-5378  
**BY E-MAIL:** [ttouchet@blm.gov](mailto:ttouchet@blm.gov)

If all modules are utilized, the length of this program is approximately four hours, depending on time allowed for exercises. Additional time will be needed for the fire shelter deployment practice.



## Learning from Successful Organizations: Seattle Seahawks- Leadership, Teamwork and Communications

### *Overview:*

The intent of this module is to initiate a discussion on leadership, teamwork and communication utilizing examples from a successful organization outside of the fire and military community.

**Target Audience:** Wildland Firefighters

**Time:** Video 11 minutes

**Exercise:** 15-25 minutes

### *Instructor Tasks*

- Introduce the overview listed above
- After watching the video, either divide the students into small groups or keep as whole class and work through the discussion as outlined in the exercise below

**Share your stories!!! Please have the students and yourself use the QR Code, website or email to share stories!!**

**Share your stories using this QR Code**

**Or this website** <http://goo.gl/forms/YSrz9JeqY5>

**Or this email:** [annualrefresher@gmail.com](mailto:annualrefresher@gmail.com).





## Module:

### *Exercise/Discussion:*

**Exercise:** Take 15-25 minutes and complete the following exercise

**Discuss in small groups or as a whole class how the methods and techniques from the video are practiced at your work, both on and off of the fireline and also in the office. Share with the class, then share with WFSTAR.**

1. The video focused on three main elements: leadership, teamwork, and communication. What effective methods or techniques from the video do you see demonstrated in your current work environment (on your crew, in the office, or during incident responses)? Provide specific examples.
2. What effective methods or techniques that were discussed in the video do NOT happen in your organization? What can YOU do to improve the conditions in these three areas? Provide specific examples.

**Use these quotes from the coaches to assist in generating discussion:**

**Leadership:** meet the needs of others, allow individuality, and provide useful feedback

*“My role is to help train up other coaches and the players as well...”*

*“Humility is a huge portion that we can lose sight of...”*

**Teamwork:** help others around you, focus on what you can control, be a positive influence

*“...how about if we have no weak link, who’s responsible for that?”*

*“...everybody has strengths; everybody has weaknesses...fill in the gaps where you feel you can best serve.”*

**Communication:** provide clear intent, ask for feedback, use cohesive language

*“Our communication starts at the top.”*

*“I think the most important thing for us is our language...”*



***Instructor Notes:***

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